

## Processing Internal Transfers

AFIS allows for processing internal accounting transactions that take place between State Departments and within State Departments. When a transaction takes place between Departments it is called an Inter-Agency transaction. When a transaction takes place within a Department it is called an Intra-Agency transaction.

## Process an Internal Purchase Order

An Internal Purchase Order (IPO) document is used to establish an Internal Encumbrance for the buyer Department's appropriations. A request is received by the department end user for the creation of an Internal Encumbrance. The request may be related to an internal service agreement or some other type of agreement with another department that impacts appropriated funds requiring an encumbrance. The department creates an Internal Purchase Order (IPO) transaction that encumbers monies and the Chart of Accounts information is entered on the IPO document.

## Procedure

- A. Log into AFIS
- B. **Navigate** to the Document Catalog
- C. **Create** IPO document
  1. In the **Code** field, enter **IPO**
  2. Click **Create**
  3. In the **Dept.** field, enter ***your department code***
  4. Click **Auto Number** checkbox to generate a unique ID
  5. Click **Create**. A new document is generated
- D. Complete the **Header** component
  1. At a minimum, enter the following information:
    - Document name
    - Document description
- E. Complete the **Vendor** component
  1. You must insert a line in the Vendor component because the Vendor line contains the Accounting lines below it. However, after inserting a line on the Vendor component, all fields are left blank.
- F. Complete the **Accounting** component
  1. At a minimum, enter the following information on the **General Information** tab:
    - Event Type
    - Line Amount

## Process an Internal Purchase Order (IPO)

---

2. At a minimum, enter the following information on the **Fund Accounting** tab or enter the Function on the **Detail Accounting** tab:

- Fund
- Department
- Unit
- Appr Unit
- Object
- Task

G. Validate **IPO** document

1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor

H. Submit **IPO** document

**Note:** *The document will be handled through workflow and will be pending the Department Approver*

### Researching Internal Purchase Order

The IPO documents update several inquiry tables. One that will be most commonly used is the Accounting Journal. The steps to find the status of your transfer are shown below.

I. Navigate to the **Page Search** table

- In the **Description** field enter – Accounting Journal

J. Select Accounting Journal - JACTG

- Click **Search**
- Enter the applicable **Department** and **Doc CD=IPO**
- You can view a list of documents

# Process an Internal Exchange Document (IET)

The Internal Exchange Transaction (IET) document can be used to record both intra-agency and inter-agency fund transfers in a single document. The expectation is that the COA and posting information for all parties is known by the creator of the IET document. An IET document can reference and either partially or fully liquidates an Internal Purchase Order (IPO) document.

## Procedure

- A. Log into AFIS
- B. **Navigate** to the Document Catalog
- C. **Create** IET document
  1. In the **Code** field, enter **IET**
  2. Click **Create**
  3. In the **Dept.** field, enter ***your department code***
  4. Click **Auto Number** checkbox to generate a unique ID
  5. Click **Create**. A new document is generated
- D. Complete the **Header** component
  1. At a minimum, enter the following information:
    - Initiator
      - Provider/Seller (1st Party is receiving cash)
      - Receiver/Buyer (1st Party is sending cash)
- E. Complete the **Exchange Details** component
  1. Click the Insert New Line
  2. At a minimum, enter the following information on the **General Information** tab:
    - Event Type (see grid below)
    - Line Amount

INZ1	Expenditure Transfer
INZ2	Revenue Transfer
INZ3	Expenditure to Revenue Transfer
  3. At a minimum, enter the following information on the **1<sup>st</sup> Party Fund Accounting** tab or enter the Function on the **1<sup>st</sup> Party Detail Accounting** tab:
    - Fund
    - Department
    - Unit
    - Appr Unit
    - Object (if applicable)
    - Revenue (if applicable)

## Process an Internal Exchange Document (IET)

---

4. At a minimum, enter the following information on the **Detail Accounting** tab:
  - Function (if used)
  - Task (if not inferred from function)
- F. Complete the **2<sup>nd</sup> Party Accounting** component for each line of the Exchange Detail component
  1. At a minimum, enter the following information on the **General Information** tab:
    - Line Amount
  2. At a minimum, enter the following information on the **Fund Account** tab or enter the Function on the **Detail Accounting** tab:
    - Department
    - Fund (if not inferred from function)
    - Unit (if not inferred from function)
    - Appr Unit (if not inferred from function)
    - Object (if applicable)
    - Revenue (if applicable)
  3. At a minimum, enter the following information on the **Detail Accounting** tab:
    - Function (if used)
    - Task (if not inferred from function)
- G. **Validate** IET document
  1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor
- H. **Submit** IET document

***Note:** The document will be handled through workflow and will be pending the Department Approver*

## Researching Internal Exchange Documents

The IET documents update several inquiry tables. One that will be most commonly used is the Accounting Journal. The steps to find the status of your transfer are shown below.

- I. Navigate to the **Page Search** table
  - In the **Description** field enter – Accounting Journal
- J. Select Accounting Journal - JACTG
  - Click **Search**
  - Enter the applicable **Department** and **Doc CD=IET**
  - You can view a list of documents

# Process Inter-Agency Transfers

A transfer of funds between agencies when the buyer and seller sides are to be processed by separate parties can begin with or without the creation of an encumbrance document. If no encumbrance is needed, the process begins with the creation of an Internal Transaction Initiator (ITI) document which is then copied forward to an Internal Transaction Agreement (ITA) document.

If an Internal Purchase Order (IPO) has been created, it can be used as a reference document for an Inter-Agency Transfer Expenditure. This process uses a two-document method that involves the first department (Party 1) creating an Internal Transaction Initiator (ITI) document that references the IPO, followed by the creation of an Internal Transaction Agreement (ITA) document that allows the second department (Party 2) to view and accept the amount billed/paid, enter the COA elements, and amount being transferred.

When making arrangements for inter-agency transfers, you can reference the Agency Financial Contacts Table for inter-agency transfers. This Table (found on the Agency SharePoint Site) provides designated agency contacts for arranging transfers. Upfront communication and planning avoids confusion and errors.

## Procedure

Initiating Agency Activity - Party 1 creates the ITI document to create an Internal Transaction Initiator (ITI) document.

- A. Log into AFIS
- B. **Navigate** to the Document Catalog
- C. **Create** ITI document
  1. In the **Code** field, enter *ITI*
  2. Click **Create**
  3. In the **Dept.** field, enter *your department code*
  4. Click **Auto Number** checkbox to generate a unique ID
  5. Click **Create**. A new document is generated
- D. Complete the **Header** component
  1. At a minimum, enter the following information:
    - Initiator
      - Provider/Seller i.e. the 1st Party receiving cash
      - Receiver/Buyer i.e. the 1st Party sending cash
- E. Complete the **Vendor** component
  1. Click **Insert New Line**
    - Create a new Vendor line for each accounting line needed

## Process an Internal Exchange Document (ITI/ITA)

### F. Complete the **Accounting** component

#### 1. Click the **Insert New Line**

- Create an Accounting Line for each Vendor Line created

#### 2. At a minimum, enter the following information on the **General Information** tab:

- Event Type (see grid below)
- Line Amount

INZ1	Expenditure Transfer
INZ2	Revenue Transfer
INZ3	Expenditure to Revenue Transfer

#### 3. At a minimum, enter the following information on the **Reference** tab:

- Enter IPO encumbrance (if needed)

#### 4. At a minimum, enter the following information on the **Fund Accounting** tab or enter the Function on the **Detail Accounting** tab:

- Department
- Fund (if not inferred from function)
- Unit (if not inferred from function)
- Appr Unit (if not inferred from function)
- Revenue (if applicable)
- Object (if applicable)

#### 5. At a minimum, enter the following information on the **Detail Accounting** tab:

- Function
- Task (if not inferred from function)

### G. **Validate** ITI document

1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor

### H. **Submit** ITI document

**Note:** The document will be handled through workflow and will be pending the Department Approver

### I. **Approve** ITI document

### ITI Approver Agency Activity

#### A. **Locate** ITI document in the Document Catalog.

#### B. **Copy Forward** ITI document to create an ITA document

##### 1. At a minimum, enter the following information:

- Doc Department (The agency responsible for completing the ITA)

## Process an Internal Exchange Document (ITI/ITA)

---

- Auto Numbering or Doc ID
  - Target Doc Type = ITA.
2. Click OK. The ITA document opens.

### Agreement Agency Activity

#### A. Locate the **ITA** in the Document Catalog.

1. At a minimum, browse on the following information:
  - ITA\*
  - Dept
  - Held status

#### B. Edit and Complete the **2nd Party Account** component.

1. At a minimum, enter the following information on the **General Information** Tab:
  - Event Type (must match ITI)
  - Line Amount
2. At a minimum, enter the following information on the **Reference** Tab:
  - IPO information (if needed)
3. At a minimum, enter the following information on the **Fund Accounting** tab or enter the Function on the **Detail Accounting** tab:
  - Department
  - Fund (if not inferred from function)
  - Unit (if not inferred from function)
  - Appr Unit (if not inferred from function)
  - Revenue (if applicable)
  - Object (if applicable)
4. At a minimum, enter the following information on the **Detail Accounting** Tab:
  - Function
  - Task (if not inferred from function)

#### C. **Validate** ITA document

1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor

#### D. **Submit** ITA document

***Note:** The document will be handled through workflow and will be pending the Department Approver*

# Process an Internal Exchange Document (ITI/ITA)

## Researching Inter-Departmental Transfer Documents

The ITI and ITA documents update several inquiry tables. The ITI and ITA documents update several inquiry tables. One that will be most commonly used is the Accounting Journal. The steps to find the status of your transfer are shown below.

- A. Navigate to the **Page Search** table
  - In the **Description** field enter – Accounting Journal
- B. Select Accounting Journal - JACTG
  - Click **Search**
  - Enter the applicable **Department** and **Doc CD=ITI or ITA**
  - You can view a list of documents

### Example:

When recording an Inter-Agency transaction, one Department is the buyer (Party1) and another Department is the seller (Party 2). If the transaction involves appropriated funds and is for an amount greater than or equal to \$1000, the transaction requires the submission and approval of an Internal Purchase Order (IPO) document, which is used to establish in Internal Encumbrance for the buyer Department's appropriations.

Internal Transfer documents are used to:

- Transfer, reimburse, adjust, or correct balances by moving expense, revenue, or balance sheet funds
- Record internal transfers between state agencies, often in the form of expense or revenue with cash offsets

